

ADDENDUM

Position Title: ADMINISTRATIVE ASST Department: BAYSHORE	Class Code:	Position Level: 7
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ADDITIONAL KEY RESPONSIBILITIES

1. Assists with resident meals and special functions as assigned.
2. Fills in for Activities Coordinator as needed.
3. Handles the accounts receivable and makes bank deposits.
4. Transports Residents when necessary via the County van.
5. Transports recycling to recycling center.
6. Other duties as assigned.

KEY JOB REQUIREMENTS

Requires valid Florida Drivers License.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____